

ATTORNEY -- Quick Reference Guide**Motion for Relief from Stay**

Step	Action
1	Click on <u>Bankruptcy</u> hyperlink
2	Click <u>Motions/Applications</u>
3	Enter the case number - click NEXT
4	Select Relief from Stay from the event type list. If the motion is a consented motion select Relief from Stay Consented - click NEXT
5	At the Joint Filing with Other Attorney(s) Screen - click NEXT
6	<p>Select the party who is filing the motion by highlighting their name. - click NEXT</p> <p>NOTE: If your party is not listed:</p> <ul style="list-style-type: none"> Ⓒ click Add/Create New Party - enter search criteria, click Search Ⓒ if the party's name appears: <ul style="list-style-type: none"> Ⓒ highlight and click [select name from list] Ⓒ NOTE: Be sure to identify appropriate role type code, click Submit Ⓒ if the party's name does not appear: <ul style="list-style-type: none"> Ⓒ click Add New Party button Ⓒ complete information for party Ⓒ NOTE: Be sure to identify appropriate role type code, click Submit Ⓒ Select the party filer - click NEXT Ⓒ The Attorney/Party Association screen will appear if a new party was added to the case. Ⓒ Check the box to make an attorney/party association if applicable - click NEXT
7	<p>Enter hearing date, time and location</p> <p>Enter the Objection Date obtained from the calendar clerk, click NEXT</p> <p>If this is a consented to motion use the Relief from Stay Consented event and no hearing information is required.</p>
8	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry.
9	Click Attachments to Document default option to Yes to attach the Proposed Order - click NEXT

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10	Click BROWSE on the select one or more attachments Screen to launch the Adobe Acrobat Reader. Locate and Verify the order you wish to attach. Under Type - select Proposed Order Click Add To List Click NEXT
11	The Fee Information screen displays. Enter CC credit card payment or O for other payment. Click NEXT
12	At Docket Text: Modify as Appropriate Screen verify text and enter a prefix or additional text if needed - click NEXT
13	Verify AGAIN that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event
14	The Notice of Electronic Filing screen appears and your transaction is complete